ANNUAL REQUIRED TRAINING

NAVY CORE VALUES

- ***HONOR***; "I will bear true faith and allegiance..." Accordingly, we will: Conduct ourselves in the highest ethical manner in all relationships with peers, superiors and subordinates; Be honest and truthful in our dealing with each other, and with those outside the Navy; Be willing to make honest recommendations and to accept those of junior personnel; Encourage new ideas and deliver the bad news, even when it is unpopular; Abide by an uncompromising code of integrity, taking responsibility for our actions and keeping our word; Fulfill or exceed or legal and ethical responsibilities in our public and personal lives twenty-four hours a day. Illegal or improper behavior or even the appearance of such behavior will not be tolerated. We are accountable for our professional and personal behavior. We will be mindful of the privilege to serve our fellow Americans.

- ***COMMITMENT***; "I will obey the orders..." Accordingly, we will: Demand respect up and down the chain of command, care for the safety, professional, personal and spiritual well-being of our people; Show respect toward all people without regard to race, religion, or gender; Treat each individual with human dignity; Be committed to positive change and constant improvement; Exhibit the highest degree of moral character, technical excellence, quality and competence in what we have been trained to do. The day-to-day duty of every Navy man and woman is to work together as a team to improve the quality of our work, our people, and ourselves.

- ***COURAGE***; " I will support and defend..." Accordingly, we will: Have courage to meet the demands of our professional and the mission when it is hazardous, demanding, or otherwise difficult, Make decisions in the best interest of the Navy and the Nation, without regard to personal consequences; Meet these challenges while adhering to a higher standard of personal consequences; Meet these challenges while adhering to a higher standard of personal conduct and decency; Be loyal to our nation ensuring the resources entrusted to us are used in a honest, careful and efficient way. Courage is the value that gives us the moral and mental strength to do what is right even in the face of personal or professional adversity.

OPERATIONAL SECURITY (OPSEC)

- The OPSEC concept was developed to set rigid guidelines for the protection of any information, classified or unclassified, which would be advantageous to an adversary. This process of planning is to protect essential secrecy. It is practiced during peacetime and wartime, from tactical to strategic levels and from the present to the distant future. The aim of OPSEC is to neutralize the threat of foreign information gathering. Information in the wrong hands could be detrimental to the country. Adversaries could piece together information collected and gain knowledge of U.S. intentions and /or capabilities. OPSEC protects information concerning operations, ship and personnel movements, and any information of importance. Be careful not to discuss sensitive information in unsecured areas such as telephones when discussing

  sensitive information over the phone.

- You can not, without authority, retain or remove from your place of duty or employment, any document or government property containing or incorporating information affecting the national defense or any other matter that is classified in any manner whatsoever.
- You are not permitted to attempt to gain access to classified information which may be classified above the categories for which you are cleared or for which you have a need to know.
- You must report any such attempt at unauthorized access to the security manager immediately.
- You must report information that could reflect on the trustworthiness of an individual who has access to classified information.
- You must be aware that U.S. Code, Title 18, Sections 793, 794 and 798 prescribe severe penalties for unlawfully divulging information which affects the national defense.
- You can not reveal or disclose to any unauthorized person any information affecting the national defense, be it classified, secret or confidential. Any such information that is disclosed may be disclosed only to persons authorized to see such information to perform their assigned duties.

SEXUAL HARASSMENT

RANGE OF BEHAVIORS WHICH CONSTITUTE SEXUAL HARASSMENT

- ***GREEN ZONE***. These behaviors are not sexual harassment: performance counseling, touching which could not reasonably be perceived in a sexual way (such as touching someone on the elbow), counseling on military appearance, social interaction, showing concern, encouragement, a polite compliment or friendly conversation.

- ***YELLOW ZONE***. Many people would find these behaviors unacceptable, and they could be sexual harassment: violating personal "space", whistling, questions about personal life, lewd or sexually suggestive comments, suggestive posters or calendars, off-color jokes, leering, staring, repeated requests for dates, foul language, unwanted letters or poems, sexually suggestive touching or sitting or gesturing sexually.

- ***RED ZONE***. These behaviors are always considered sexual harassment: sexual favors in return for employment rewards, pictures (including calendars or posters) or remarks, using most severe forms of sexual harassment constitute criminal conduct, e.g. sexual assault (ranging from forcefully grabbing to foundling, forced kissing or rape).

NOTE: Keep in mind that the above examples are used as guidance only, that individuals believe they are being sexually harassed based on their perceptions, that each incident is judged on the totality of facts in that particular case, and that individuals' judgment may vary on the same facts. Therefore, caution in the work environment or among co-workers, the individuals involved are on notice that the behavior may constitute sexual harassment.

SEXUAL HARASSMENT

Here are some examples of behavior considered harassment:

- Sexist remarks about person's clothing or sexual activities
- Leering, ogling or staring at a person's body
- Sexually-oriented jokes, stories or remarks
- Descriptions of sex acts, boasting about sexual prowess, posting of suggestive pictures, drawing, poems, limericks
- Unnecessary touching, brushing against another person's body, patting, and pinching
- Verbal harassment or abuse referring to a person's gender, sexual preference or sexual activities
- Pressure for dates or sexual overtones
- Unwelcomed telephone calls, letters, or home visits with sexual overtones
- Demands for sexual favors with implied threats related to job benefits or opportunities

SEXUAL HARASSMENT

WHAT IS SEXUAL HARASSMENT?

Unwelcomed sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.

- Submission to or rejection of such conduct by an individual is used

STANDARDS OF CONDUCT

- ***GIFTS AND CONTRIBUTIONS***
  - *All personnel shall not exchange to or from a subordinate or superior unless the gift is:*
    - *voluntary*
    - *or "reasonable" value*
    - *presented to mark significant occasions such as marriage, PCS transfer, death of a family member, illness, or retirement.*

- ***PERSONAL JUDGMENT***
  - *All personnel must adhere strictly to the rules of conduct via SECNAVINST 5370.2. Personnel will....*
    - *Represent the government with ethical standards*
    - *Maintain strict impartiality in all transactions*
    - *Hold all dealings with private sectors in an official capacity only.*

- ***GENERAL REQUIREMENTS***
  - *Naval Service is a public trust and requires loyalty, fidelity and ethical behavior. Personnel will not....*
    - *Use office for private gain*
    - *Give preferential treatment to any specific person or organization*
    - *Make government decisions outside official channels*
    - *Adversely affect confidence of the public*

HIV/AIDS AWARENESS

- ***HIGH RISK BEHAVIORS FOR HIV ARE:***
  - *Any activities that place a person in contact with blood, semen, or vaginal secretions are high risk behaviors.*
  - *IV drug use/sharing needles*
  - *Oral, anal or vaginal sex*
  - *Having multiple sex partners*
  - *Failure to practice universal precautions in the workplace*

- ***AIDS CAN BE PREVENTED BY:***
  - *Sexual abstinence*
  - *Having sexual relations with only one partner who is not HIV positive and who has not practiced high risk behaviors*
  - *Using latex condoms with each sexualencounter*
  - *Avoiding injecting drug use*
  - *Using Universal Precautions when handling body fluids*

- ***HIV TESTING***
  - *A POSITIVE HIV test means that HIV is in the body and the body has made antibodies to the VIrus. It does not mean that person has AIDS.*
  - *A NEGATIVE HIV test indicates that either the virus is not present or that the person may have the virus but the body has not yet had time to develop antibodies to the Human Immunodefiency Virus (HIV).*

ALCOHOL AND DRUG COUNSELING

- **DAPA** - Drug and Alcohol Prevention Awareness Level I Screening for staff members involved in drug or alcohol incidents and Weight control

- **CAAC** - Counseling and Assistance Center Level II Outpatient treatment for drug and alcohol treatment and weight control

- **ARC** - Alcohol Rehabilitation Center Level III Inpatient treatment for drug and alcohol treatment and weight control

- *Florida and Georgia Laws on alcoholic beverages:*
  - *Minimum drinking age is 21.*
  - *You will be charged with underage drinking if:*
    - *You are under 16 and have a Blood Alcohol level of .02 or above or*
    - *You are between 16 and 21 and have a Blood Alcohol level of .08 or above*
  - *A blood level of .08 constitutes a violation in Florida and a charge of DUI will occur*
  - *An open container means a container which is immediately capable of being consumed from of the seal has been broken*

ELECTRICAL SAFETY

Electrical Safety at this facility can be grouped into the following four categories for which responsibility is assigned.

- FACILITIES MANAGEMENT - lights, receptacles, lighted exit signs, etc..
- BIOMEDICAL REPAIR - Patient care equipment. Electrical beds, IV pumps, Defibrillators etc.
- SAFETY OFFICE - Personal Owned electrical appliances, either staff or patient owned. Examples include clocks, radios/TV's etc
- DEPARTMENTAL SAFETY LIAISONS - All other electrical equipment within the departments that is government owned, i.e. typewriters, fans, clocks, etc..

Electrical safety is of paramount importance in a healthcare facility. If you discover a problem with, either of the four categories, notify the supervisor of the area immediately, or contact the department charged with the responsibility.

FIRE PLAN (CODE 100)

R - Rescue

- *Patients*
- *Visitors*

A- Alarm

- *Verbal "Code 100"*
- *Call Emergency Number*
  - *Hospital 7-7878*
  - *All other buildings 911*
- *Pull nearest alarm box*

C-Contain

- *Close doors to rooms to contain smoke/fire*

E-Extinguish

- *Extinguish the fire if possible*

HAZARDOUS MATERIALS

- ***AUTHORIZED USE LIST*** *- Each department and Branch Medical clinic will maintain a copy of the Hazardous Materials Authorized Use List within the area. The Safety Office as well as Materials Management maintains the Master Authorized Use List (AUL).*

- ***MATERIAL SAFETY DATA SHEETS*** *- By Federal Law and Navy Regulations each individual working with hazardous materials has a "Right-to-know" the hazardous constituents of the hazardous material so they can know how to be protected.*

- ***CONTAINER LABELING*** *- Each container of hazardous materials must be labeled as to its contents (i.e. Formaldehyde). Labeling should also include health hazard information*
- *DOCUMENTED HAZARD SPECIFIC TRAINING - Hazard specific training means a thorough review of the MSDS as well as Department Operating Procedures for the specific hazardous materials within the department . This training must be documented. The documentation must include attendees signatures and list the hazardous materials included in the training.*

HAZARD AND MISHAP REPORTING

- *Contact the Safety office, fill out an OPNAV 5100/11 or contact your supervisor if you find any unsafe working conditions*
- *For any injury, notify you supervisor immediately*
- *The individual and the supervisor are responsible for the individual's safety*
- *Safety is EVERYONE'S job*
- *Safety Facts*
  - *Sharps are the no. 1 cause of staff mishaps in the hospital*
  - *Slips, trips and falls is the no. 2 cause of staff mishaps*
  - *Back injury or other ergonomic related mishaps is the no. 3 cause of staff mishaps*

FRATERNIZATION POLICY OPNAVINST 5370.2

- *Any personal relationship between an officer and an enlisted member which is unduly familiar and does not respect differences in rank and grade.*
- *Any personal relationship between officers or enlisted personnel which is unduly familiar and does not respect differences in rank and grad where a senior subordinate supervisory relationship exists.*
  - *Senior - subordinate refers to the military relationship between members including members of different services in which one is senior to the other by virtue of grade, rank or authority.*

ADP - COMPUTER SECURITY

- *Email is for OFFICIAL Information nor for:*
  - *Romance*
  - *Seditious or Political Content*
  - *Unofficial Information*
- *If you feel your access codes have been compromised:*
  - *Contact MID personnel for new codes*
- *Do Not:*
  - *Copy Software for others use*
  - *Use illegal software on your computer*
- *Only use:*
  - *Reliable source software from the Government Supply System*

COMPUTERS AND ETHICS

- *Do not violate privacy and confidentiality of the information entrusted to you.*
- *Foster an attitude of ethical use of computer systems and set an example for others*
- *Be responsible and accountable for everyday computer behavior*
- *Show professionalism in conduct of work*

SAFE COMPUTING PRACTICES

- *Back up your work*
- *Use your assigned computer*
- *Use reliable source of software*
- *Note any abnormal activity*
- *Utilize virus detection software*
- *No food or drink near the equipment*
- *Protect your access codes*
- *Ethics = job longevity*
- *Avoid the software police*

INFECTION CONTROL

HEPATITIS B

- *A blood borne pathogen transmitted by parental or mucosal exposure to Hepatitis B positive blood (ie accidental needle sticks)*
- *Practicing proper handwashing and using Universal Precautions with blood or blood-containing body fluids is essential*
- *Hepatitis B Vaccine is available for all hospital staff*

INFECTION CONTROL

TUBERCULOSIS

- *Caused by the Mycobacterium Tuberculosis Bacteria*
- *Transmitted by coughing, sneezing, singing, and laughing*
- *Infects various parts of the body usually the lungs*
- *All hospital personnel are to have annual PPD or Chest X-ray for screening*
- *All persons with suspected or confirmed diagnosis of active TB must be placed on Respiratory Isolation precautions*

INFECTION CONTROL

UNIVERSAL PRECAUTIONS

- *Gloves will be worn when in contact with:*
  - *blood*
  - *body fluids*
  - *mucous membranes*
  - *performing vena puncture and vascular access*
- *Mask/protective eye wear will be used when:*
  - *procedures that would commonly result in splashing of body fluids may come in contact with eyes or oral mucous membranes*
- *Gowns/aprons if there is a possibility of soiling uniform or street clothes*

INFECTION CONTROL

METHODS TO PREVENT EXPOSURE

- *Training and Education Programs*
- *Use of personal protective equipment ie gloves, gowns, face masks and eye protection*
- *Work practices such as thorough hand washing*
- *Proper handling of sharps*
- *Immunization programs*
- *Proper disposal of infectious waste*
- *Following isolation precautions*
- *Use of disinfectants and bleaches*

INFECTION CONTROL

HANDWASHING

Even in these days of high technology, handwashing is still our best defense against the spread of infections and remains the cornerstone of an effective Infection Control Program.

- *10-15 second friction scrub*
- *before and after shift*
- *before and after critical procedures*
- *before and after patient contact*
- *as part of personal hygiene*

FINANCIAL MANAGEMENT

Failure to pay just debts, or repeatedly incurring debts beyond a member's ability to pay is evidence of irresponsibility and may jeopardize the member's security clearance, duty assignment and ability to extend or reenlist.

Did you know that 43% of Active Duty member and 45% of Senior Enlisted (within 2 years after retirement) cannot pay their bill 50% of the time

- *Don't let this happen to YOU!! See your Command Financial Specialist.*

CIVILIAN AWARD PROGRAM

- *Award Credits*
  - *These Awards can be given by ANY Hospital Staff member (Active duty, Civilian, Volunteer, Contractor) to a CIVIL SERVICE EMPLOYEE. The maximum which each person can give is 24.*
  - *Each Award Credit can be exchanged for cash or leave by the Civilian Employee, up to a maximum of 24 per fiscal year.*
  - *Cannot be given by patients or visitors.*
- *Supervisory Leave*
  - *First Line Supervisor may give up to 24 hours of Incentive Leave to each subordinate Civil Service Employee during the Fiscal year.*
  - *Second Line Supervisors and Directors may give up to 8 hours of Incentive Leave to each subordinate civilian.*

FINANCIAL MANAGEMENT

Ten danger signals of potential debt problems.

- Paying only the minimum balance each month on credit card bills.
- Increasing the total balance due each month on credit accounts.
- Missing payments, paying late, or paying some this month and others next month.
- Intentionally using the overdraft or automatic loan features on checking accounts, or taking frequent cash advances on credit cards.
- Using savings to pay normal bills such as groceries or utilities.
- Receiving second or third notices from creditors.
- Not talking to your spouse about money, or talking only about money.
- Depending on overtime, moonlighting, or bonuses in order to meet normal expenses.
- Using up your savings.
- Borrowing money to pay old debts.

If your household is experiencing more than three of these warning signals, it is time to examine your budget for ways to reduce expenses. If you continue to have difficulty with your budget, please call your Command Financial Counselor.

FINANCIAL MANAGEMENT

WORTHLESS CHECKS : A CRIME

It is against the law for any person to write a check, knowing at the time of writing it, that there are not sufficient funds on deposit with which to pay the check.

Intent to defraud is presumed when any check is dishonored due to a closed account. When a chick is dishonored due to the lack of funds in the account, the writer of the check must pay the holder the amount of the check, along with the service charge, within seven days after receiving written notice from the holder, or else intent to defraud will be presumed.

PENALTIES

Each conviction for a worthless check can result in up to one year in jail and/or a $1,000.00 fine for a misdemeanor (check less than $150.00), and up to five years in prison and/or a $5,000.00 fine for a felony (checks $150.00 and over). These penalties may be in addition to paying restitution to the victim, State of Florida and /or court costs.

YOU WILL BE PROSECUTED:

The State Attorney's office prosecutes people for passing worthless checks and people do go to prison. Recently, an individual prosecuted in this judicial circuit was sentenced to 5 1/2 years in Florida State Prison for passing worthless checks. You must understand that you can be prosecuted even if you pay restitution to the victim.

You may limit your future employment opportunities if you are convicted for passing a worthless check. Most employment applications ask if you have ever been convicted of a crime. Conviction of a crime, such as passing a worthless check, could also limit your eligibility to obtain a certain professional or business licenses. In addition, your credit rating could be affected, thereby reducing or eliminating your chances of obtaining future bank loans.

Perhaps one of the most devastating results of being convicted of any crime is the damage to your reputation. Arrest and conviction records are public in nature and local newspapers routinely print the names and addresses of those convicted of crimes. At the very least, passing a worthless check is going to cost you the amount for which the check is written, a service charge, and a State of Florida processing costs. Repeat offenders receive much harsher treatment.

Passing worthless checks can result in a prison record and/or felony record that will follow you the rest of your life. This record can result in longer prison or jail sentences if you are prosecuted in the future.

INFECTION CONTROL

Infectious diseases are still the world's leading cause of death, accounting for approximately half of the 50 million deaths annually. This report is from the Center for Disease Control and Prevention. Emerging, re-emerging and drug-resistant infections are an ongoing global challenge.

The National Foundation for Infectious Diseases (NFID) has announced the top ten infections:

1. HIV and AIDS
2. Antimicrobial Resistance and Emerging Infections
3. Vaccine Preventable Diseases (including flu)
4. Hospital-Acquired and Opportunistic Infections
5. Viral Hepatitis
6. Gastrointestional, Diarrheal, and Foodborne Diseases
7. Sexually Transmitted Diseases
8. Tuberculosis
9. Zoonotic Diseases (animal transmission)
10. Tropical Infectious Diseases

Increased awareness, travel medicine programs, and scientific exchange about global emerging infections is recommended by the CDC.

TELEPHONE HARASSMENT

PRACTICE GOOD TELEPHONE TECHNIQUES

- ✔ Provoking speeches or gestures by active duty members will be considered a violation of Article 117 UCMJ and Article 134.
- ✔ There is no place in the professional environment for abusive language on the phone.
- ✔ If faced with this situation:
  - ➨ Respond: “I’m sorry Sir/Ma’am but I will not talk to you if you continue to be belligerent/use abusive language/foul language. My name is _____. My Commanding Officer is Capt Benson at 777-7314.”
  - ➨ If the person is screaming or refuses to identify him/herself, hang up.
- ✔ There is no Navy instruction governing telephone harassment.